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MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
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PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

THIS IS A RE-POSTING

July 12, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Administrative Support II
Department of Buildings & Regulatory Compliance

The **Department of Buildings & Regulatory Compliance** has one (1) vacancy for the position of **Administrative Support II** at a rate of **\$34,800/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Monday, July 29, 2013.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
MONDAY, JULY 29, 2013

An Equal Opportunity /Affirmative Action Employer

ADMINISTRATIVE SUPPORT II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing difficult clerical and administrative support tasks for a Commissioner or Director. Duties include advance writing of reports, project creation and oversight, and general clerical functions. The work involves responsibility for performing moderate to advanced level clerical and administrative operations utilizing computerized data to prepare correspondence, reports and statistical analysis, and presentations. Performs advanced administrative duties requiring broad experience, skill and knowledge of organization policies and practices for the department, as well as experience and knowledge of computer software and database programs and the manipulation of data.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides program oversight relating to Rental Dwelling Registry and Residential Occupancy Permit Program and Vacant Building Registry Program, including, but not limited to, the scheduling, coordinating and management of inspection schedules, and the management of information, and the reporting of data;
- Writes advanced reports, requiring independent research, compilation of complex data and information;
- Prepares and presents PowerPoint presentations to intergovernmental agencies, businesses and other various organizations;
- Creates, modifies and organizes documents including correspondence, reports, drafts, memos, and emails such as Microsoft Office and other software packages and systems;
- Develops and maintains departmental filing & tracking systems (physical and electronic), including all written/email correspondence, project work, and reports;
- Independently performs varied administrative duties related to functional area;
- Trains employees relative to the data input, reports, and management of information;
- Assists in development of standard operating procedures and internal auditing procedures;
- Applies interpersonal skills to enhance and maintain professional working relationships with clients and employees, providing assistance and resolving administrative problems and inquiries;
- Assists in budget preparation, development and control activities;
- Interfaces with company personnel and outside parties to coordinate meetings, conference calls and appointments;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern office terminology, procedures, equipment and business English;
- Good knowledge of personal computers and office equipment;
- Good knowledge of office record keeping practices;
- Ability to be creative and flexible in order to meet time sensitive deadlines in a fast paced environment;
- Excellent organizational abilities;
- Strong writing and editing skills;
- Strong analytical skills;
- Excellent business vocabulary, grammar, and effective communication skills;
- Excellent interpersonal skills;
- Must be detail oriented to ensure accurate deliverables;
- Advanced level of proficiency with Microsoft Word, Outlook, Excel, Publisher and PowerPoint;
- Effective communicator in the accomplishment of collection management reporting and requirements;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree **and** two (2) years of administrative experience; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and four (4) years of administrative experience; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE:

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.